


KALAMAZOO PUBLIC LIBRARY


PERSONNEL COMMITTEE PURPOSE AND RESPONSIBILITIES


A standing committee of Trustees authorized by the Board of Trustees and Bylaws, accountable to the Board of trustees and staffed by the Director of the Library and others.

PURPOSE: To recommend legal, current personnel policies to assure that the Kalamazoo Public Library recruits, employs, develops and retains diverse and competent personnel; and to support the Director in establishing a system of procedural controls to assure a responsible administration and personnel policies.

RESPONSIBILITIES:

1. Review and recommend to the Board of Trustees as appropriate, personnel policies for all employees.
 2. Review and recommend to the Board of Trustees an affirmative action plan and/or other appropriate tools to assure equal employment opportunities.
 3. Receive from the Director, review and recommend to the Board of Trustees, as appropriate, the following:
 - a. New or revised job descriptions/salary ranges and make recommendations to the Director as appropriate.
 - b. The organizational chart and make recommendations as appropriate.
 4. Review the Director's recommendations for annual salary/fringe benefit figures, including personnel development plans, for inclusion in the annual budget and make recommendations to the Board of Trustees, Finance Committee and Director as possible.
 - a. Review the current benefit package annually and make recommendations.
 - b. Make salary/fringe benefit and staff development recommendations for inclusion in a long-range planning process.
 5. Monitor implementation of the personnel policies and affirmative action plan, reviewing with the Director and, when appropriate, the Board of trustees:
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- a. Situations not covered by existing policy;
 - b. Changing conditions or law that call for policy reconsideration;
 - c. Overall personnel development plans and plans for disbursement of funds budgeted for training.
6. Review and recommend annually to the Board of trustees a plan for evaluation of the Director. The evaluation process will consist of a scheme whereby performance will be measured against the goals and objectives developed each year by the Director and the written consensus evaluation of the Trustees will be formulated by the Personnel Committee and shared with the Director at a meeting with the Board of Trustees.
7. Review Committee activities prior to the close of the fiscal year, making any recommendations needed for change and develop a work calendar for the coming year.



Board Approved as part of Bylaws, October 25, 2010